



## UNION JOB DESCRIPTION

**JD187**

<b>JOB TITLE:</b>	Clerk - Parking Administration	<b>JOB DESCRIPTION NO.:</b>	40293
<b>CLASSIFICATION:</b>	Clerk IV (Statistics); Clerk III, Cashier; Transportation Attendant I	<b>GRID/PAY LEVEL:</b>	F 16
<b>COLLECTIVE AGREEMENT:</b>	Facilities Subsector	<b>HSCIS NO.:</b>	10208; 10202; 19001
<b>UNION:</b>	HEU	<b>JOB/CLASS CODE:</b>	40293
<b>PROGRAM/DEPARTMENT:</b>	Operations & Support Services; Protection Services	<b>BENCHMARKS (If Applicable):</b>	10208; 10202; 19001
<b>REPORTING TO:</b>	Regional Manager, Protection Services/Parking or designate		
<b>FACILITY/SITE:</b>	VIHA SI: (RJH) (VGH)		

### JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reports to Coordinator, Parking or designate. Administers the transportation and parking program for all regional sites. Processes and controls the Parking Permits Program. Creates, compiles and maintains a variety of statistical reports by using word processing, database, and spreadsheet software in support of Departmental operations.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Using a computerized database program, maintains an inventory of on-site and off-site park stalls and park stall users, by tracking the number of stalls and users by categories, such as car pool, rideshare, and neighborhood sponsor. Registers' parking stalls in a database and matches staff participants to available stalls. Controls proximity system in parkade or garages by verifying user on payroll, issuing proximity card and updating systems.
2. Registers vehicles and issues parking permits to staff, Physicians, and other users and processes the billing information to Physicians and other authorized users.
3. Answers inquiries regarding parking and transportation programs and resolves problems and discrepancies as required. Drafts routine response for own or Manager's signature, as appropriate.
4. Liaise with Concession Groups (Auxiliary, Pastoral Care, Volunteers, Family Caregivers, Renal Patients etc). Verifies information collected is valid, enters information into database and mails new permits annually.
5. Accounts for monies collected from permit sales by collecting, balancing, reconciling, checking, verifying, and recording cash, credit card purchases and receipts. Maintains a cash float and provides and records refunds in accordance with guidelines. Bills outside contractors and vendors directly, collect and reconcile accounts.
6. Order signs, painting, lights and other parking lot maintenance equipment. Ensures work has been completed.
7. Create special permits and arrange for special events at sites. Liaise with Parking Management Company on client's behalf for violation disputes.
8. Controls BC Transit ProPass Program and other related transit products. Reconciles monthly cheque and subsidy. Liaisons on behalf of VIHA staff with BC Transit.

9. Performs other related duties as required.

**QUALIFICATIONS:**

**Education, Training And Experience**

Grade 12 and two years recent related experience or an equivalent combination of education, training and experience. Valid Class 5-vehicle license.

**Skills And Abilities**

- Ability to keyboard at 45 wpm
- Ability to communicate effectively both verbally and in writing.
- Ability to operate related equipment.
- Physical ability to carry out the duties of position.
- Ability to organize work.
- Ability to deal with others effectively.